

NCRPC RFP Website Redesign & Hosting Frequently Asked Questions

Updated December 16, 2025

Q: What features are required for the password-protected board member portal? Do you need individual user accounts for board members, or would a password-protected page or set of pages be enough for your purposes?

A: Our current goal for the board member portal is to provide a centralized location for board packet information such as financials, minutes, staff reports, the board member handbook, and other resources (mainly PDF files) that is secure and media files are not searchable by the public. These needs may evolve with time. We welcome recommendations on best practices, including whether to implement individual user accounts or enhanced protection for media files in addition to password-protected pages. Password protected pages are likely a viable option and will be more likely to be accessed by board members successfully.

Q: You mention a preference to stay under \$20,000 and that phased implementation is welcome. Are there any features or pieces of the scope that you see as “must have in phase one,” even if some other features get phased into later stages?

A: Hosting is a significant component of the project, and we understand those costs are ongoing, which is why we have requested that hosting fees be itemized separately in the proposal project budget (e.g., website hosting costs, first-year pricing, ongoing fees). Beyond this essential element, it is challenging to identify phase-one “must-haves.” As we are not experts in this area, we expect the selected Firm’s assessment of our current site to help guide project priorities and deliverables. Provided that costs are clearly broken down as requested, we are open to proposals that may exceed our stated preference to stay under \$20,000. We remain cost-conscious, but are seeking a professional solution that fulfills the project’s scope. That said, all things being equal, preference will be given to proposals that meet the budget preference.

Q: Will different user types have varying levels of access, or should we assume all users have the same permissions with one admin role? How many non-technical content editors do you want to allow to edit the new website?

A: Regarding user roles, we are open to your Firm's recommendations on best practices. Most updates will likely be handled by one primary person, but it would be beneficial to have one or at most two other staff trained to assist as needed.

Q: Of the four example sites listed in the RFP, which one or two feel closest to what you want for NCRPC, and what about them stands out to you?

A: Of the example sites listed in the RFP, each offers features that we appreciate, and there are many more that we could have mentioned. We are not committed to any particular theme or format at this stage and wish to remain open to new ideas throughout the process.

Q: For the RFP, do you have a format preference? For example, a purely narrative document, or is a mix of narrative with some more visual elements (e.g., sample sitemap, layouts, or phased budget tables) acceptable?

A: There is no preference as long as the RFP Requirements are covered. Tables and visual elements are appreciated to enhance understanding of concepts.

Q: Are you looking for a document library where all PDFs are tagged and easily searchable or filterable?

A: Currently there is not a document library, and there may not be a need for such, although we would defer to suggestions from the selected qualified Firm. The majority of the PDF files that are in the media library currently are past NCRPC newsletter issues or annual reports or similar items.

Q: How many pages and documents are on the website today?

A: Currently there are 180 blog posts (mostly newsletter articles that are linked in our digital newsletter) and approximately 100 pages. With improved functionality, it is highly likely that the total number of pages will decrease. NCRPC will defer to the professional recommendations and suggestions of the selected, qualified Firm.

Q: Could you please confirm whether NCRPC is actively seeking a new longer-term web partner through this RFP, or if the process is primarily to fulfill an internal procurement requirement?

A: NCRPC is actively seeking a qualified Firm to provide the professional services described in this RFP. It will benefit our organization to have a partner to augment our staff in this area. There is no current partner in this area that we are working with. Proposals will be evaluated based on the criteria outlined on pages 5 and 6. All things being equal, preference will be given to Firms located within the areas we serve (State of Kansas).

Q: Do you have existing brand guidelines (logos, color palettes, fonts) that must be incorporated?

A: NCRPC has a logo that can be incorporated. Currently there are not strict branding guidelines, but we are open to recommendations.

Q: Are there specific performance, backup, or other requirements for the new external host?

A: Firms should provide recommendations and detailed cost estimates for secure, reliable, and scalable hosting solutions.

Q: Who will be the primary internal stakeholders/decision-makers for the project?

A: The Communications Director will be the primary project contact, though the executive leadership team (three additional people) will have input regarding budget and overall design approval.

Q: Is this something that would be a part of the project? Or stay separate?

<https://procurement.ncrpc.org/uncategorized/projects/>

A: NCRPC serves as the fiscal agent for six Regional Homeland Security Councils in Kansas. Previously, the bid procurement process for these councils was maintained on a separate standalone website. Moving forward, NCRPC intends to consolidate this content into the main NCRPC website. This section will function primarily as a landing page for occasional bid notices, which are currently posted in PDF format.

Q: Is this to stay within the site, or does it feed into a different source?

<https://www.ncrpc.org/news/subscribe/>

A: NCRPC would like to maintain the ability for users to sign up for an e-newsletter. The current website utilizes the Newsletter plugin; however, this specific format or tool is not required to be retained. NCRPC is open to recommendations for alternative solutions.

Q: When will we know if our proposal was accepted?

A: NCRPC will notify Firms in writing or by phone within approximately thirty (30) days after the proposal submission deadline. Please note that our office will be closed for an extended holiday break, beginning at noon on December 24 and reopening on Monday, January 5, 2026. Emails will be monitored periodically during this period, but response times may be delayed.